



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 623

OPR: TREATMENT

OUTPATIENT MENTAL HEALTH SERVICES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes policies, procedures, and responsibilities for outpatient mental health services for inmates.

II. POLICY

ADOC Psychologists/Psychological Associates and contracted mental health staff will offer outpatient mental health assistance, counseling and programs to all ADOC inmates, and facilitate coordination of services between contract and ADOC staff.

III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, *Mental Health Definitions*, for definitions of the following terms used in this AR:

Outpatient Treatment

Treatment Plan

Group Programming

Individual Counseling

SOAP Format

Job Board

Pre-Release

Support Group

SEG Review Board

Mental Health Rounds

EAP Coordinator

Interdisciplinary Team Meetings

IV. RESPONSIBILITIES

ADOC Psychologists, Psychological Associates, and contracted mental health staff are responsible for:

- A. The treatment and documentation of on going outpatient mental health services for inmates identified as mentally ill.
- B. Inmates in need of counseling / mental health programs.

V. PROCEDURES

- A. ADOC Psychologists and Psychological Associates provide the following outpatient inmate mental health services:
 - 1. Follow-up of referrals from institutional staff and inmate self-referrals for mental health assistance with documentation in the SOAP format on ADOC Form MH-040, *Progress Notes*, in the inmate's medical file.
 - 2. Crisis intervention / individual counseling for inmates not previously identified as mentally ill with documentation in the SOAP format on ADOC Form MH-040, *Progress Notes*, in the inmate's medical file.
 - 3. Mental health workshops for all inmates, with copies of certificates of completion filed in both the inmate's medical and institutional files.
 - 4. Segregation (SEG) mental health rounds weekly, with documentation on ADOC Form MH-038, *Mental Health Segregation Rounds Log*, located in the SEG Unit cubicle.
 - 5. Weekly SEG Board rounds.
 - 6. The 30/90-day mental health SEG assessments for institutions with SEG unit(s), recorded on ADOC Form MH 039, *Review of Segregation Inmates*.
 - 7. Consultation to inmates presenting mental health issues, who receive major disciplinary action, will be provided by ADOC psychology staff and/or contracted mental health staff. Documentation will be recorded on ADOC Form MH-041, *Mental Health Consultation to the Disciplinary Process*.

8. Assessments for inmates applying to halfway houses or vocational rehabilitation services.
9. Institutional Staff training addressing mental health issues.
10. Participation in Progress Reviews.
11. Provide Mental Health Services to Community Based Facilities and Work Camps.
12. Other duties that may include, but are not limited to:
 - a. Job Board.
 - b. Pre-Release.
 - c. Support group coordination.
 - d. No less than monthly interdisciplinary team meetings.
 - e. Monthly statistical reports to the ADOC Director of Treatment.
 - f. Employee Assistance Program (EAP) Coordinator.
 - g. Coordinator for support groups such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and Sexual Offenders Anonymous (SOA).
 - h. Discharge planning, coordinating services with contracted mental health staff.
 - i. Policy revision committees.

B. Contract mental health staff provide the following inmate outpatient mental health services:

1. Assignment of a treatment coordinator to inmates identified as Mental Health Codes 1 through 6 at major institutions, who are provided individual counseling / monitoring no less than once a month with documentation on:
 - a. ADOC Form MH-040, *Progress Notes*, in the SOAP format.
 - b. ADOC Form MH-036, *Outpatient Individual Inmate Contact Log*.
2. Assignment of a treatment coordinator to inmates identified as Mental Health Code 1 at work release centers and community based facilities who are

provided individual counseling / monitoring no less than once every 60 days with documentation on:

- a. ADOC Form MH-040, *Progress Notes*, in the SOAP format.
 - b. ADOC Form MH-036, *Outpatient Individual Inmate Contact Log*.
3. Monitoring by a Psychiatrist as clinically indicated, but not less than every 90 days, with documentation on ADOC Form MH-035, *Outpatient Psychiatric Services Log*.
 4. Support and/or psycho-educational groups regarding medication compliance and adjustment issues for inmates identified as Mental Health Code Zero through Six, with documentation on ADOC Form MH-037, *Group Attendance Roster*.
 5. Crisis intervention for inmates either identified with Mental Health Codes Zero through Six or referred by institutional staff, with documentation in the SOAP format on ADOC Form MH-040, *Progress Notes*, in the inmate's medical record.
 6. Weekly SEG rounds to identify and/or assist inmates in need of mental health assistance, with documentation on ADOC Form MH-038, *Mental Health Segregation Rounds Log*.
 7. ADOC Form MH-041, *Mental Health Consultation to the Disciplinary Process*.
 8. Training of institutional staff addressing mental health issues.
 9. Discharge Planning, with documentation on ADOC Form MH-040, *Progress Notes*, in the inmate's medical file.
 10. All mental health staff will be provided with a weekly updated list of inmates identified with serious mental illness indicating the name of each inmate's treatment coordinator.
 11. Joint meetings of ADOC and contract mental health staff will be conducted at least monthly to coordinate services and resolve potential delivery system problems.
- C. Outpatient treatment planning for inmates identified with Mental Health Codes Zero through Six will include:
1. A treatment team consisting of:

- a. A Psychiatrist, mental health nurse, and the inmate's Treatment Coordinator.
 - b. Security Staff if housing or correctional issues are being considered.
 - c. ADOC Psychologists/Psychological Associates if they have been involved in the inmate's mental health treatment.
2. An initial treatment plan, finalized and documented on ADOC Form MH-032, *Treatment Plan*, within 14 working days of the inmate's involvement with contracted mental health staff.
 3. Review of the treatment plan every 6 months or sooner if there is a significant change in the inmate's functioning, with documentation on ADOC Form MH-034, *Treatment Plan Review*, and a summary in the SOAP format on ADOC Form MH-040, *Progress Notes*, filed in the inmate's medical record.
- D. Outpatient treatment planning for inmates identified as Mental Health Code Zero will include:
1. Treatment Plans, only if the inmate is scheduled for more than six (6) sessions of individual counseling.
 2. Documentation by ADOC Psychologists or Psychological Associates on ADOC Form MH-040, *Progress Notes*, in the SOAP format in the inmate's medical file.

VI. DISPOSITION

Refer to AR 601, *Mental Health Forms and Disposition*.

VII. FORMS

Refer to AR 601, *Mental Health Forms and Disposition*.

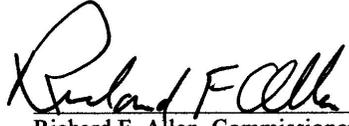
VIII. SUPERCEDES

This AR supercedes AR 623, dated October 20, 2006.

IX. PERFORMANCE

- A. The Bradley Agreement of August 8, 2000.
- B. The National Commission on Correctional Health Care: *Standards for Health Services in Prisons*, 2003. (P-G-04).

- C. Department of Mental Health and Mental Retardation Statutory Authority: The Code of Alabama, 1975, Section 22-50-11.



Richard F. Allen, Commissioner